UNB
Saint John   EST. 1785

FACULTY OF BUSINESS
AUDIT FORM
Business Administration Certificate Level II (C-BA II)

Student Name:

GPA:

Student Number:

Date:

PLEASE FOLLOW THE DIRECTIONS CAREFULLY

1. Obtain your transcript and, if applicable, your original transfer credit assessment.
2. Record all courses that have a grade of D, F, W or "#" in the "COURSES THAT DO NOT MEET THE REQUIREMENTS" section.
3. Place the remaining courses in the appropriate sections of the audit form.
4. Put the grade that you earned on the "LETTER GRADE" field. Look for the "approved" notation in the yellow status box. Credit hours will be added automatically.
5. Due to changes in the curriculum you may not be able to find the course number of some BA courses. Please consult the Faculty of Business Advisor for assistance.
6. Please submit your form for revision two terms before the term of completion to aflood1@unb.ca or mhernand@unb.ca..

CREDIT HOURS	COURSE NUMBER	COURSE TITLE	LETTER GRADE	STATUS	
REQUIRED BUSINESS COURSES - 24 chs					
0	BA1216	Accounting for Managers I		Minimum grade of C is required	
0	BA1605	Business Decision Analysis I		Minimum grade of C is required	**A MINIMUM GRADE OF C IS REQUIRED**
0	BA2217	Accounting for Managers II		Minimum grade of C is required	**TO COUNT THESE COURSES TOWARDS**
0	BA2303	Principles of Marketing		Minimum grade of C is required	**THE CERTIFICATE IN BUSINESS LEVEL II**
0	BA2504	Introduction to Organizational Behaviour		Minimum grade of C is required	
0	BA2606	Business Decision Analysis II		Minimum grade of C is required	
0	BA2858	Intro to Human Resource Management		Minimum grade of C is required	
0	BA3425	Managerial Finance		Minimum grade of C is required	
0	Total				

CREDIT HOURS	COURSE NUMBER	COURSE TITLE	LETTER GRADE	STATUS	
REQUIRED ECONOMICS COURSES - 6chs					
0	ECON1013	Introduction to Microeconomics		Minimum grade of C is required	**MINIMUM GRADE OF C REQUIRED**
0	ECON1023	Introduction to Macroeconomics		Minimum grade of C is required	**TO COUNT THESE COURSES**
0	Total				

CREDIT HOURS	COURSE NUMBER	COURSE TITLE	LETTER GRADE	STATUS	
SOCIAL SCIENCE ELECTIVES - 6 chs					
0	BA			Minimum grade of C is required	**MINIMUM GRADE OF C REQUIRED**
0	BA			Minimum grade of C is required	**TO COUNT THESE COURSES**
0	Total				

CREDIT HOURS	COURSE NUMBER	COURSE TITLE	LETTER GRADE	STATUS	
HUMANITIES & LANGUAGES ELECTIVES - 6 chs					
0				Minimum grade of C is required	**MINIMUM GRADE OF C REQUIRED**
0				Minimum grade of C is required	**TO COUNT THESE COURSES**
0	Total				

CREDIT HOURS	COURSE NUMBER	COURSE TITLE	LETTER GRADE	STATUS	
ELECTIVES 18chs (May be business and/or non-business)					
0				Minimum grade of C is required	**A MINIMUM GRADE OF C**
0				Minimum grade of C is required	**IS REQUIRED FOR THESE COURSES**
0				Minimum grade of C is required	**TO BE COUNTED TOWARDS THE**
0				Minimum grade of C is required	**CERTIFICATE IN BUSINESS LEVEL II**
0				Minimum grade of C is required	
0				Minimum grade of C is required	
0	Total				

COURSES THAT DO NOT MEET THE REQUIREMENTS

	FOR OFFICE USE ONLY
	TRANSCRIPT DATE:
	PROGRESS:

60	**Total credit hours required to complete the degree**
0	**Total credit hours acquired**
60	**Total credit hours left to complete the degree**

Last Updated: June, 2019

EXPECTED TERM OF COMPLETION: